



Memorandum

To: Members of the City of Bloomington Common Council
From: Kevin Robling, Corporation Counsel, Legal Department
Date: July 16, 2008

The budget of the City of Bloomington Legal Department is reflective of the department's unique mission. That is, the City Legal Department exists to, for the most part, serve the other departments, boards and commissions of the City. In a nutshell, the City Legal Department is responsible for assisting in defending and protecting the interests of the City as an organization. While each department, board, commission and employee is the Legal department's client at one time or another, the City of Bloomington is the Legal department's client seven days a week, 24 hours a day.

Organizationally, the Legal department consists of what everyone thinks of when they think of "Legal" – the lawyers, legal support staff, and the law library – but it also consists of the Human Rights Division and the Risk Management Division. The budgets are broken down accordingly.

Despite being inherently an internal service department, the Legal department is also a key player in serving the City's focus on the 4Cs - Community Commerce, Collaboration, Condition and Character. By keeping an eye towards these key, fundamental aspects of the City's mission, the Legal department helps ensure – and helps other departments ensure – that the vibrant quality of life in Bloomington continues into the future.

Legal takes very seriously its role in ensuring that the City acts as responsible stewards of the taxpayers' money by closely advising varied departments – including the Controller's Office, the Office of the Mayor and the Office of Economic Development – and, by doing so, contributes strongly to **Community Commerce**. Examples also include Legal's continued efforts to negotiate a successful purchase of the CSX Switchyard and to wind various City departments through the bureaucracy and red-tape necessary to keep the B-Line Trail project "on track." No pun is (necessarily) intended.

We are a country of laws and the City is no different. The Legal department is

responsible for all legal research, interpretation and evaluation, and for providing legal advice to the City's various departments. In addition, the Legal department drafts and reviews all legislation presented to the Common Council as well as agreements (such as interdepartmental or interlocal agreements), contracts, leases, deeds, opinions and correspondence. **Community Collaboration** – especially with Community defined as the internal clients of the department – is clear.

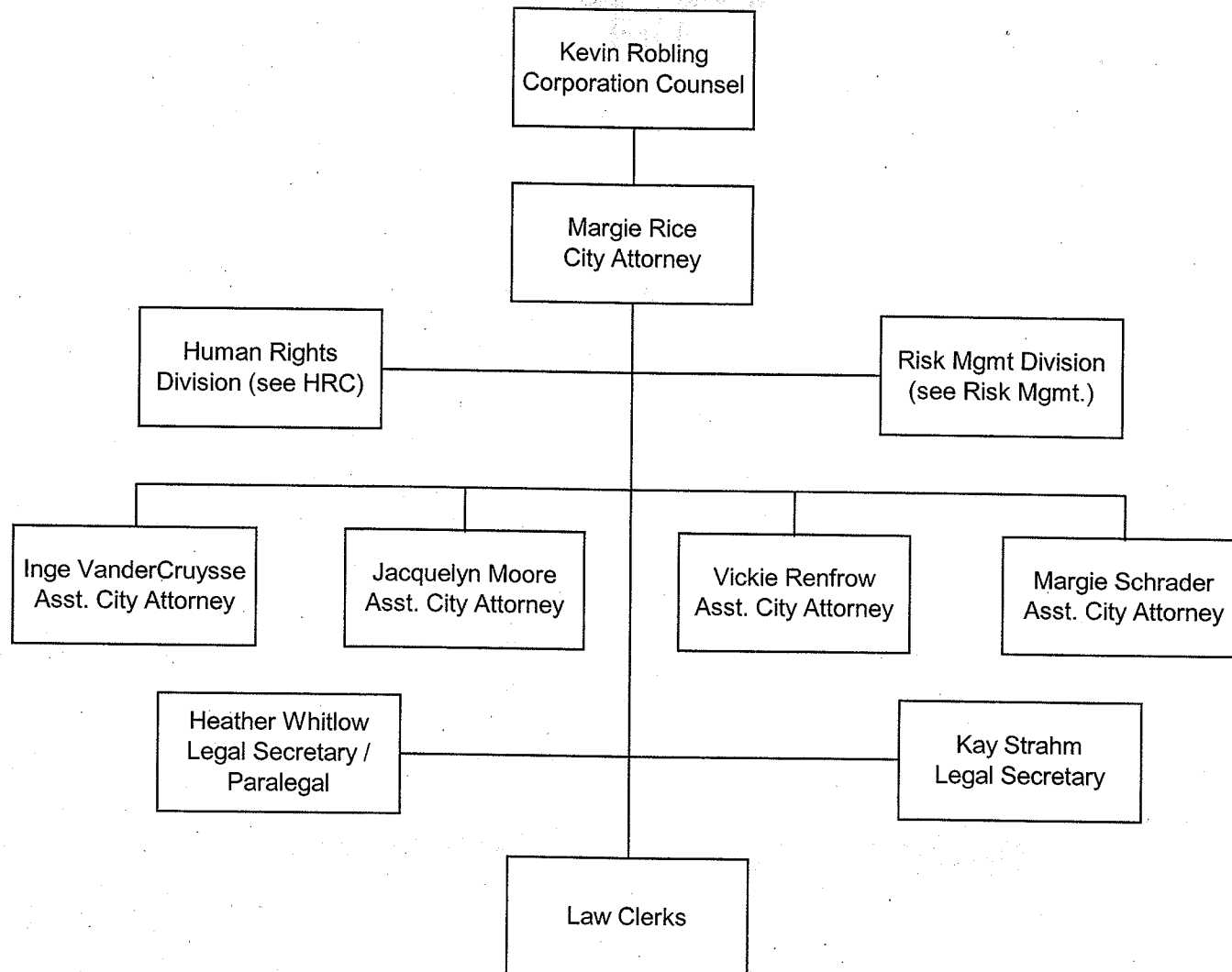
By serving as the chief enforcement officer – the municipal prosecutor, if you will – responsible for enforcing the City's ordinances, the City Legal department ensures that **Community Condition** remains strong and that Bloomington remains a place where people want to live, learn, work and play. The Human Rights Division of the Legal department also plays a key role in maintaining (or improving) the community's condition as it is tasked with enforcing the City's Human Rights Ordinance, ensuring that the City complies with all civil rights laws, and resolves disputes about accessibility within the City. The Human Rights Division also educates community members about their rights and responsibilities under applicable civil rights laws through publications, workshops, public forums, etc.

As each of the Cs are discussed, it is clear that the three mentioned above all relate directly to and promote the last – that of **Community Character**. The City of Bloomington is a special, unique place to live and has been for generations. It is a place where people come from across the country (and the globe) to live, to work and to attend school. Why? Because it's Bloomington. Nearly all that the City Legal does every single day promotes, in one way or another, the character of Bloomington. Whether it is in enforcing over occupancy restrictions in core neighborhoods, training and monitoring the safety of City employees through the Risk Management Division or providing sound legal counsel to the City's Safe & Civil City Program, City Legal is intimately involved in protecting what we all find so important.

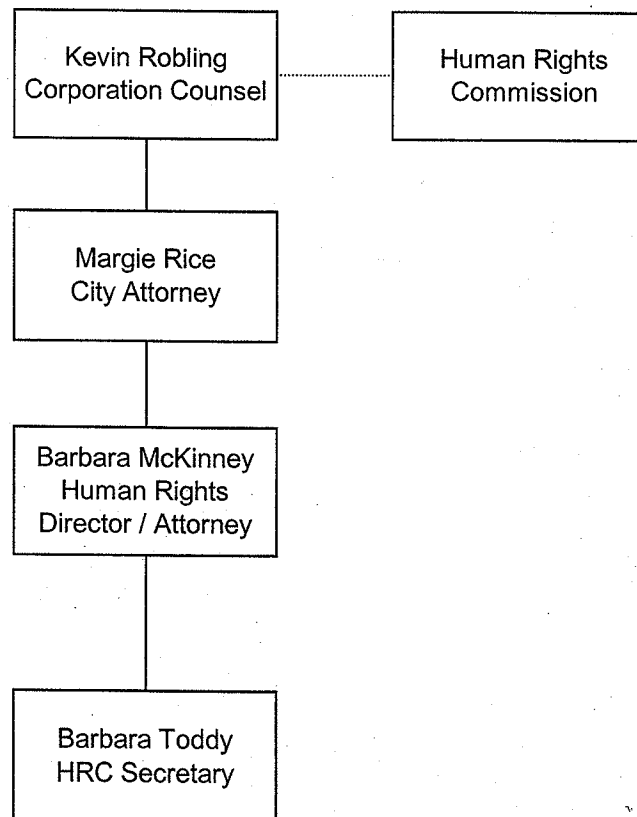
Conclusion:

The Common Council works as closely with the City's Legal Department as with any other single department. The Council is familiar with the programs that Legal serves, the responsibilities with which it is tasked, and the attorneys and support staff which keep the department going. Your support for the proposed budget of Legal – including that of the Risk Management Division, the Human Rights Division and the Board of Public Safety – is much appreciated.

LEGAL



HUMAN RIGHTS DIVISION



Legal 2008 Budget vs. 2009 Budget

Budget Allocation	2008 Budget			2009 Budget			\$ Change
	General Fund	Other Funds	Total	General Fund	Other Funds	Total	
100 - Personal Services	610,231		610,231	682,284		682,284	72,053
200 - Supplies	22,173		22,173	25,010		25,010	2,837
300 - Other Services	35,046		35,046	42,429		42,429	7,383
400 - Capital Outlays	0		0	0		0	0
Total	667,450	0	667,450	749,723	0	749,723	82,273

Employees	2008 Budget	2009 Budget	# Change
Regular	8.75	9.00	0.25
Temporary	0.00	0.00	0.00
Total	8.75	9.00	0.25

Department: LEGAL - TOTAL		2007	2007	2008	2009	\$	%
Fund: GENERAL (101-10,23)		Budget *	Actual	Budget **	Request	Change	Change
* Budget amounts include all appropriations approved. ** Budget amounts include appropriations approved through June 30th.							
1 PERSONAL SERVICES	FTE:			8.75	9.00		
11 Salaries & Wages							
1110 Salaries & Wages - Regular		445,530	451,412	459,147	518,410	59,263	12.91%
1120 Salaries & Wages - Temporary		8,575	3,139	8,575	8,575		
1130 Salaries & Wages - Overtime							
12 Employee Benefits							
1210 FICA		34,739	33,352	35,781	40,314	4,533	12.67%
1220 PERF		45,667	46,282	48,210	55,729	7,519	15.60%
1230 Health Insurance		56,682	56,682	57,249	57,825	576	1.01%
1240 Unemployment Compensation							
1250 New Officer Medicare							
1260 Clothing Allowance							
1270 Police PERF							
1280 Fire PERF							
13 Other Personal Services							
1310 Other Personal Services		1,422	1,422	1,269	1,431	162	12.77%
TOTAL - CATEGORY 1:		592,615	592,288	610,231	682,284	72,053	11.81%
2 SUPPLIES							
21 Office Supplies							
2110 Office Supplies		3,430	3,079	3,430	4,330	900	26.24%
22 Operating Supplies							
2210 Institutional & Medical							
2220 Agricultural Supplies							
2230 Garage & Motor Supplies							
2240 Fuel & Oil							
23 Repair & Maintenance Supplies							
2310 Building Materials & Supplies							
2320 Motor Vehicle Repair							
2330 Street, Alley & Sewer Materials							
2340 Other Repairs & Maintenance							
24 Other Supplies							
2410 Books		18,620	18,877	18,620	20,680	2,060	11.06%
2420 Other Supplies		123	21	123		-123	(100.00%)
2430 Uniforms and Tools							
TOTAL - CATEGORY 2:		22,173	21,977	22,173	25,010	2,837	12.79%
3 OTHER SERVICES & CHARGES							
31 Professional Services							
3110 Engineering & Architectural							
3120 Special Legal Services		9,200	698	9,200	13,200	4,000	43.48%
3130 Medical							
3140 Exterminator Services							
3150 Communications Contract							
3160 Instruction		3,496	2,814	3,496	5,680	2,184	62.47%
3170 Mgt. Fees, Consultants & Workshops		297	310	297	350	53	17.85%
32 Communication & Transportation							
3210 Telephone		1,599	2,420	1,599	1,920	321	20.08%
3220 Postage		250	242	250	250		
3230 Travel		997	746	997	997		
3240 Freight/Other							
3250 Pagers							
33 Printing & Advertising							
3310 Printing		2,475	3,222	2,475	3,300	825	33.33%
3320 Advertising		297	259	297	297		

Department: LEGAL - TOTAL		2007	2007	2008	2009	\$	%
Fund: GENERAL (101-10,23)		Budget *	Actual	Budget **	Request	Change	Change
34	Insurance						
	3410 Liability & Casualty Premiums						
	3420 Worker's Comp. & Risk Admin.						
35	Utility Services						
	3510 Electrical Services						
	3520 Street Lights/Traffic Signals						
	3530 Water & Sewer						
	3540 Natural Gas						
36	Repairs & Maintenance						
	3610 Building						
	3620 Motor						
	3630 Machinery & Equip. Repairs & Maint.						
	3640 Hardware & Software Maintenance	990	290	990	990		
	3650 Other Repairs & Maintenance						
37	Rentals						
	3710 Land						
	3720 Building						
	3730 Machinery & Equipment						
	3740 Hydrant Rental						
	3750 Other						
38	Debt Service						
	3810 Principal						
	3820 Interest						
	3830 Bank Charges						
	3840 Lease Payments						
39	Other Services & Charges						
	3910 Dues & Subscriptions	13,860	12,539	13,860	13,860		
	3920 Laundry & Other Sanitation Serv.						
	3940 Temporary Contractual Employment						
	3950 Landfill Fees						
	3960 Grants						
	3970 Mayor's Promotion of Business						
	3980 Community Access TV/Radio						
	3990 Other Services and Charges	1,585	1,680	1,585	1,585		
	3991 3991 Crime Control						
TOTAL - CATEGORY 3:		35,046	25,220	35,046	42,429	7,383	21.07%
4 CAPITAL OUTLAYS							
41	Land						
	4110 Land Purchase						
42	Buildings						
	4210 Building Purchase						
43	Improvements Other Than Building						
	4310 Improvements Other Than Bldg.						
44	Machinery & Equipment						
	4410 Lease-purchase						
	4420 Purchase of Equipment						
	4430 Furniture & Fixtures						
	4440 Motor Equipment						
	4450 Equipment - ITS Capital Replacemen						
45	Other Capital Outlays						
	4510 Other Capital Outlays						
TOTAL - CATEGORY 4:							
TOTAL - ALL CATEGORIES:		649,834	639,485	667,450	749,723	82,273	12.33%